



## Michigan Supreme Court

State Court Administrative Office

### Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner  
Director

## MEMORANDUM

DATE: June 19, 2014

TO: Chief Circuit Court Judges  
Circuit Court Administrators  
Circuit Court Family Division Administrators  
County Clerks  
Case Management System Providers

FROM: Amy L. Garoushi, Forms and Records Manager

RE: Case-Type Codes for Releases to Adopt

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Effective immediately, the following case-type codes are no longer approved for use:

RB –Release to Adopt; No Case  
RL – Release to Adopt

These case-type codes were originally created to help SCAO track information regarding releases not associated with any adoption case. Because this information is no longer useful, these case-type codes have been eliminated.

Please make necessary adjustments to your case management systems so that these case-type codes are unavailable June 12, 2014 or later. See Component 39, Case-Type Codes at [http://courts.mi.gov/Administration/SCAO/Resources/Documents/standards/cf\\_casetypecodes.pdf](http://courts.mi.gov/Administration/SCAO/Resources/Documents/standards/cf_casetypecodes.pdf).

### **Case-File Management:**

When executing a release, do not open a case. Process the release as follows:

1) Pursuant to Component 18 of the Michigan Trial Court Case-File Management Standards, assign to the release a sequential number including the year. Place it in a group file.

2) If the release is related to a child protective case, make a copy of the release for the NA case and place it in the legal file, marked confidential. Record the release on the register of actions for the NA case.

3) When a petition for adoption is filed, move the release from the group file and place it in the adoption file. Record the release on the register of actions for the adoption case.

**Caseload Reporting:**

You will be unable to submit 2014 and later data to the Caseload Reporting System (CRS) using these deleted case-type codes.

If you have any questions, please contact me at 517-373-4864, Jodi Latuszek at 517-373-2451, or Robin Eagleson at 517-373-5542.